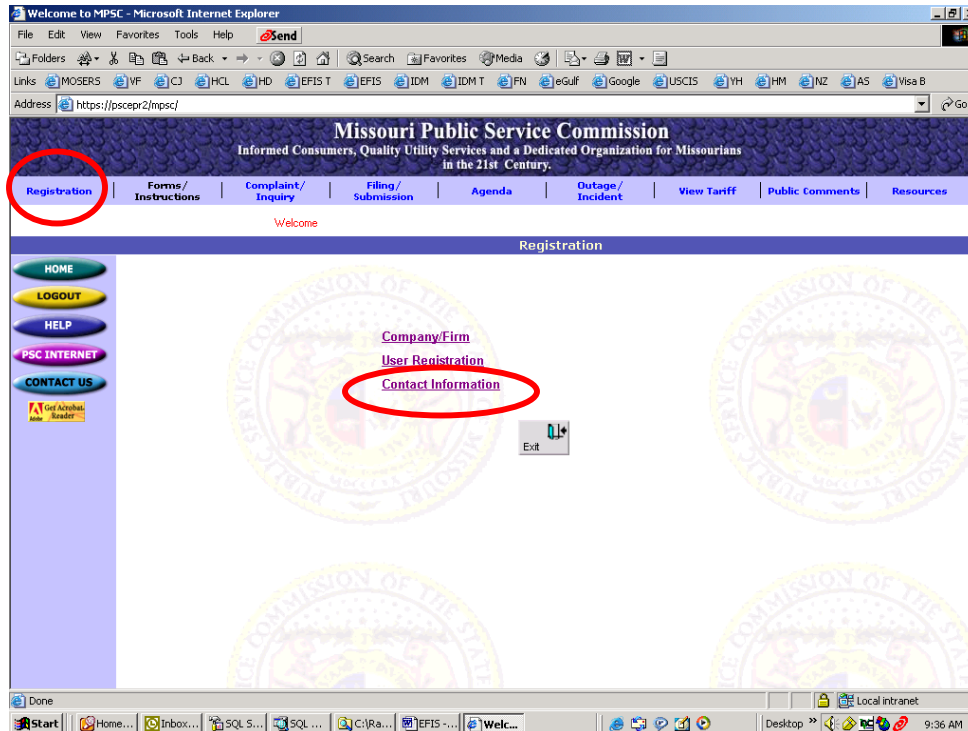


Missouri Public Service Commission

EFIS – How do I add Company/Firm's Contact?

Users who are designated as Official Representative of the Company/Firm can add Company/Firm contact(s). Each Company/Firm can designate minimum of one and maximum of two Official Representative(s). In order to add Company/Firm's contact, Log on EFIS using [How do I log on EFIS?](#). Click on Registration menu option and then click on Contact Information link.



You will receive following Company Contact Information screen.

Step 1: Select Utility Type of Company/Firm

Step 2: Select Company/Firm

Step 3: Select Area of Responsibility

Step 4: Click on Add button

Note: Contact person being added must have valid EFIS User ID. In case a contact person does not have valid EFIS User ID then that person is required to get User ID using [How do I get my User ID?](#)

Missouri Public Service Commission

EFIS – How do I add Company/Firm's Contact?

You will receive following Add Contact screen.

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians
in the 21st Century.

Registration | Forms/Instructions | Complaint/Inquiry | Filing/Submission | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

Welcome

Contact Information - Add Contact

Parent Company/Company/Firm Name: New E Co-Cooperative(Electric)
Area of Responsibility: Annual Report

Personal Information

* First Name: Don
* Middle Initial:
* Last Name: Smith

Confirm Contact | Exit

Step 1: Enter First Name and Last Name of the Contact person.

Step 2: Click on Confirm Contact button.

You will receive following result screen for the name that you entered.

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Registration | Forms/Instructions | Complaint/Inquiry | Filing/Submission | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

Welcome

Contact Information - Add Contact

Select User ID	User Name	Mailing Address	Street Address	City/State
SMITAO6894	Smith Don		200 Madison St	Jefferson City MO
SMITIO6012	Smith Don		200 Madison St	Jefferson City MO
None of Above				

Confirm Contact | Exit

Step 1: Select your Contact person.

Step 2: Click on Confirm Contact button.

Missouri Public Service Commission

EFIS – How do I add Company/Firm's Contact?

You will return back to Contact Add screen.

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help Send

Links MOSERS VF CJ HCL HD EFIS T EFIS IDM T FN eGulf Google USCIS YH HM NZ AS Visa B

Address https://pscpr2/mpsc/

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in the 21st Century.

Registration Forms/Instructions Complaint/Inquiry Filing/Submission Agenda Outage/Incident View Tariff Public Comments Resources

Welcome

Contact Information - Add Contact

Parent Company/Company/Firm Name New E Co-Cooperative(Electric)
Area of Responsibility Annual Report

Personal Information

* First Name Don
* Middle Initial
* Last Name Smith
* Street Address 200 Madison St
* Mailing Address (If different from above)
* City Jefferson City
* State MO Zip Code 12345
* Phone 778 - 072 - 9999 Ext
* Fax
* E-Mail test@aol.com

Attorney Information

Bar No. 12345 Licensed in State CT

Submit Confirm Contact Exit

Click on Submit button

Welcome to MPSC - Microsoft Internet Explorer

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Address https://pscpr2/mpsc/

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Registration Forms/Instructions Complaint/Inquiry Filing/Submission Agenda Outage/Incident View Tariff Public Comments Resources

Welcome

Contact Information

* Utility Type Electric
* Company Name New E Co-Cooperative(Electric)
* Area of Responsibility Select

Edit	Area of Responsibility	Name	Mailing Address Street Address City State Zip	E-Mail Phone	Delete
Edit	Annual Report	Smith, Don	200 Madison St Jefferson City MO 12345	test@aol.com 778-872-9999 Ext:	<input type="checkbox"/>
Edit	Official Representative	Andy Kelly	200 Madison St Jefferson City MO 65109	rashmi.naik@psc.mo.gov 573-633-5463 Ext:	<input type="checkbox"/>

Add Delete Exit

The selected contact person has been added for your Company/Firm.